

## GovTrip Accounting Changes for FBMS Interface

General GovTrip use/navigation will not change with the implementation of FBMS. The only screen changes for users will be the Accounting Codes screen.

The screenshot shows the GovTrip web interface. The top navigation bar includes 'GovTrip' logo and tabs for 'Authorization (PLAN TRIP)', 'Voucher (GET REIMBURSED)', and 'Reports (SCHEDULER)'. Below this is a secondary menu with 'Trip Planner', 'Reservations', 'Per Diem', 'Expenses', 'Accounting', 'Additional Options', 'Receipts', and 'Review & Sign'. The breadcrumb trail is 'Home > Authorization > Accounting > Accounting'. The page title is 'Accounting Codes' and it indicates 'Step 5 of 8'. The main content area contains a form for creating an Accounting Code, with fields for 'Start Date: 01-Jan-11' and 'End Date: 03-Jan-11'. There are two dropdown menus: 'Organization Accounting Codes (GDOIOSTEST):' and 'Saved Accounting Codes for MELISSAOS-TR WIGHT:'. Each dropdown has a 'Select LOA' button next to it. A 'Selected Accounting Code(s)' section at the bottom shows 'There are no accounting codes assigned to the trip, please select from the above list of Accounting Codes.' Two red arrows point from text annotations to the 'Select LOA' buttons.

**Accounting Codes**

To create an Accounting Code, select either the default Organizational Accounting Code or a Saved Accounting Code. Then click on the view/edit link for the Accounting label to go to the Edit Accounting Code form page. Change or Enter values and then submit the form for validation.

**Accounting Codes**

Start Date: 01-Jan-11

End Date: 03-Jan-11  
[Change Organization](#)

Organization Accounting Codes (GDOIOSTEST):

---Select--

Saved Accounting Codes for MELISSAOS-TR WIGHT:

---Select--

**Selected Accounting Code(s)**

There are no accounting codes assigned to the trip, please select from the above list of Accounting Codes.

If the traveler needs to add a new LOA they will select the label from the Organization Accounting Codes drop down and then click Select LOA to be taken to the LOA Entry screen.

GovTrip stores up to the last 10 successfully used LOAs in the Saved Accounting Codes drop down. If the traveler is utilizing a LOA that they have used before, they can select it from the drop down and click Select LOA.

## Accounting Codes

To create an Accounting Code, select either the default Organizational Accounting Code or a Saved Accounting Code. Then click on the view/edit link for the Accounting label to go to the Edit Accounting Code form page. Change or Enter values and then submit the form for validation.

### Accounting Codes

Start Date: 01-Jan-11

End Date: 03-Jan-11

> [Change Organization](#)

Organization Accounting Codes (GDOIIOSTEST):

---Select---	▼	Select LOA
---Select---	▼	Select LOA
99 Charge Code	▼	Select LOA
---Select---	▼	Select LOA

### Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of Accounting Codes.

OR

## Accounting Codes

To create an Accounting Code, select either the default Organizational Accounting Code or a Saved Accounting Code. Then click on the view/edit link for the Accounting label to go to the Edit Accounting Code form page. Change or Enter values and then submit the form for validation.

### Accounting Codes

Start Date: 01-Jan-11

End Date: 03-Jan-11

> [Change Organization](#)

Organization Accounting Codes (GDOIOSTEST):

---Select---

Saved Accounting Codes for MELISSAOS-TR WIGHT:

---Select---

---Select---

111/DDM000000.680000/DS10100000//

/DPZ000000.680000/DS61400000//

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of Accounting Codes.

LOA Example:

Fund	Functional Area	Cost Center	WBS Element
111	DHM000000.780000	DS68200000	DX.68201.AABUDGET

Entry in the Edit Accounting Code fields is not case sensitive.

Period separators (.) in the WBS field are not required.

**GovTrip** Authorization PLAN TRIP Voucher GET REIMBURSED Reports SCHEDULER

## Edit Accounting Code

Enter values in the form fields and submit for verification

FUND:	<input type="text" value="111"/>
FUNCTIONAL AREA:	<input type="text" value="DHM000000.780000"/>
* COST CENTER:	<input type="text" value="DS68200000"/>
WBS:	<input type="text" value="dx68201aabudget"/>
ORDER:	<input type="text"/>

Once the accounting information had been entered, click Submit.

**GovTrip** Authorization PLAN TRIP Voucher GET REIMBURSED Reports SCHEDULER

### Edit Accounting Code

Enter values in the form fields and submit for verification

FUND:	<input type="text" value="111"/>
FUNCTIONAL AREA:	<input type="text" value="DHM000000780000"/>
* COST CENTER:	<input type="text" value="DS68200000"/>
WBS:	<input type="text" value="DX68201AABUDGET"/>
ORDER:	<input type="text"/>

A real time interface between GovTrip and FBMS validates that the accounting information is valid and that funds are available.

The screenshot shows the 'Edit Accounting Code' interface in the GovTrip system. The top navigation bar includes 'Authorization PLAN TRIP', 'Voucher GET REIMBURSED', and 'Reports SCHEDULER'. The main content area features a form with the following fields:

FUND:	111
FUNCTIONAL AREA:	DHM000000.780000
* COST CENTER:	DS68200000
WBS:	DX68201AABUDGET
ORDER:	

A central blue banner displays the GovTrip logo and the text 'Submitting Accounting Code...'. Below the form are three buttons: 'Submit', 'Override', and 'Return'. The top right corner of the page contains links for 'PROFILE', 'PRINT THIS SCREEN', and 'VIEW HELP'.

In that case, the user will be returned to the Accounting Codes screen. The LOA information entered will be populated in the Selected Accounting Code(s) section and under the Expense Summary.

### Accounting Codes

To create an Accounting Code, select either the default Organizational Accounting Code or a Saved Accounting Code. Then click on the view/edit link for the Accounting label to go to the Edit Accounting Code form page. Change or Enter values and then submit the form for validation.

#### Accounting Codes

Start Date: 01-Jan-11

End Date: 03-Jan-11

[Change Organization](#)

Organization Accounting Codes (GDOIOSTEST):

---Select--- [Select LOA](#)

Saved Accounting Codes for MELISSAOS-TR WIGHT:

---Select--- [Select LOA](#)

#### Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

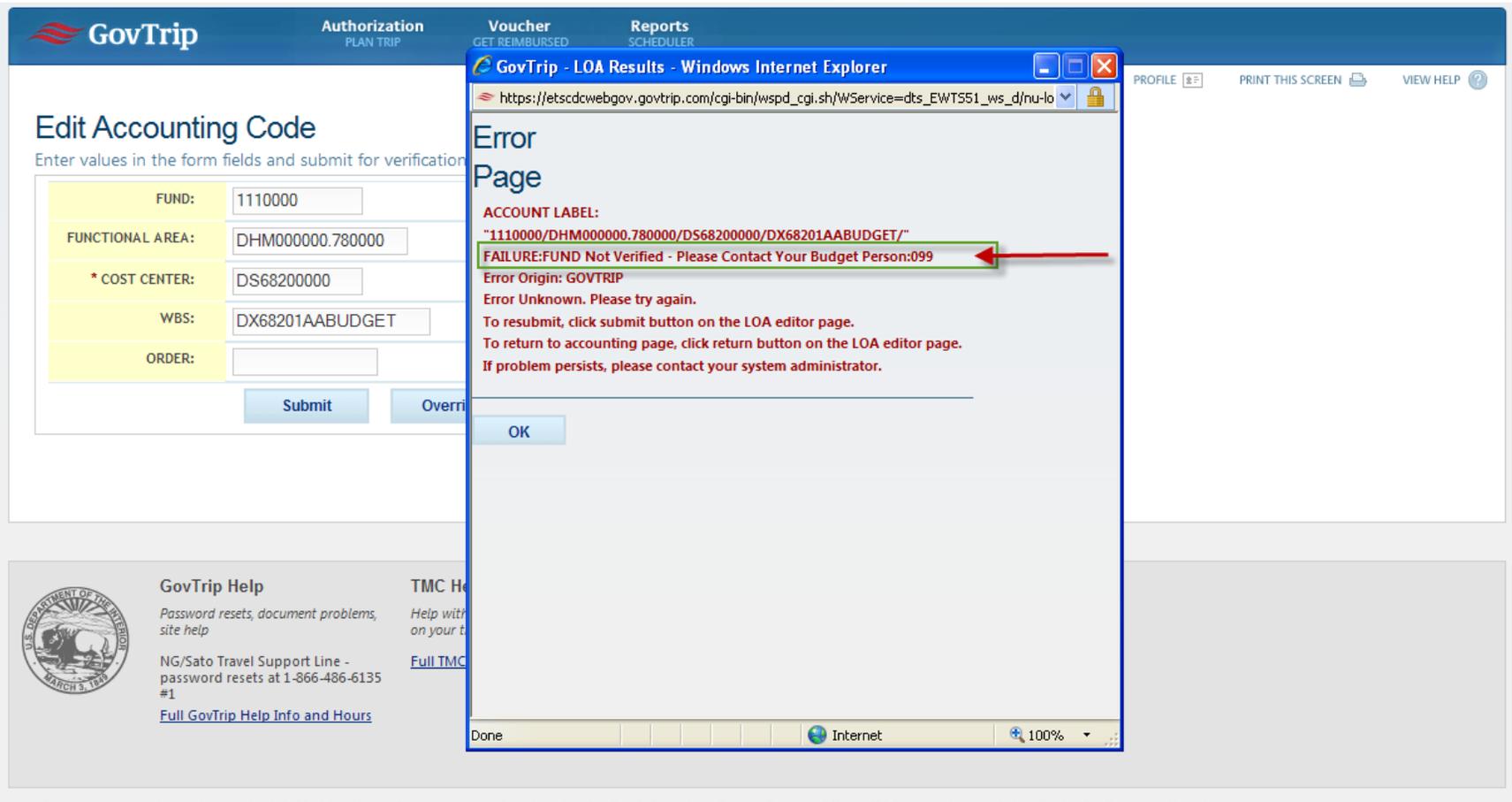
Accounting Code	View/Edit Acctg Code	Remove
111/DHM000000.780000/DS68200000/ DX68201AABUDGET/	<a href="#">view/edit</a>	<a href="#">remove</a>

### Expenses Summary

111/DHM000000.780000/DS68200000/ DX68201AABUDGET/	
LODGING:	\$154.00
M&IE:	\$115.00
TAV EXP -I:	\$15.00
111/DHM000000.780000/DS68200000/ DX68201AABUDGET/ Sub Total:	\$284.00

Calculated Trip Cost: \$284.00

The user will receive an error if, at the time of validation, there is an issue with the accounting information entered.



The error message populated will indicate which portion of the LOA is causing the problem. The message will also indicate if the overall budget is exhausted (funding for the travel is not currently available) or vendor not verified if the EIN is missing or invalid.

The LOA will be validated each time someone in the routing list sends the document on to the next level reviewer/approver. The individual will receive an Error Page an error is detected.

Due to down times for scheduled outages, unplanned outages, and fiscal year end in instances when travel does not stop, users can override LOA errors on *travel authorizations only*. This is so DOI travelers are not prevented from completing travel due to a system outage. Travel vouchers will not process if a LOA error occurs. The issue will need to be resolved before the voucher will successfully post in FBMS for payment.